



## **FY 2022 Legal Services for Crime Victims (LSCV) Notice of Funding Availability (NOFA)**

**Online Submission Deadline: June 11, 2021 by 3 PM**

**Funded by:  
State of Maryland**

Governor's Office of Crime Prevention, Youth, and Victims Services  
100 Community Place  
Crownsville, Maryland 21032-2022  
(410) 697-9338  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)

Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor  
V. Glenn Fueston, Jr., Executive Director

### **ELIGIBILITY**

The purpose of the LSCV Grant program is to ensure that the money obtained from unclaimed restitution provides legal counsel to victims of crime and delinquent acts, and to protect victims' rights as provided by law. Funding through this application is available to non-profit, local and state agencies who provide statewide legal services.

### **IMPORTANT LINKS**

[Application Instructions:](http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf)  
<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>

[Grants Management System \(GMS\):](http://goccp.maryland.gov/grants/)  
<http://goccp.maryland.gov/grants/>

***GMS submission is required; Hard copy applications are not accepted.***

## Purpose

Thank you for applying for the **Legal Services for Crime Victims (LSCV) Program** from the **Governor's Office of Crime Prevention, Youth, and Victim Services (Office)**. The primary purpose of the LSCV grant is to ensure that the money obtained from unclaimed restitution is used for annual grants to provide statewide legal counsel to victims of crime and delinquent acts, and to protect victims' rights as provided by law. This supports the Office's objective of improving victim services for Maryland residents by establishing resources to assist victims in achieving self-sufficiency, improving safety, and ensuring victims are aware of their rights and the services available.

If you need application assistance, please contact:  
Angela Cromwell, LSCV Program Manager  
[angela.cromwell1@maryland.gov](mailto:angela.cromwell1@maryland.gov)

Justice Schisler, Chief of Programs  
[justice.schisler@maryland.gov](mailto:justice.schisler@maryland.gov)

If you need assistance with program criteria or have questions on program design, please contact:  
Heather Amador, Program and Policy Administrator of Victim Services  
[heather.amador@maryland.gov](mailto:heather.amador@maryland.gov)

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three question customer experience survey [customer experience survey](#).

## Governor's Office of Crime Prevention, Youth, and Victim Services Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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## **I. ELIGIBILITY CRITERIA**

### **A. General**

The following entities in Maryland are eligible to submit applications for Legal Services for Crime Victims (LSCV) Grant funding:

- Non-Profit Agencies, including Faith Based and Community Organizations that provide statewide legal services
- Local Government Agencies that provide statewide legal services
- State Government Agencies that provide statewide legal services

**Only one application may be submitted per agency/organization.**

### **B. Non-profit – 501(c)(3)**

An organization must provide proof of this status by submitting a copy of its status letter from the IRS with the application. The requirements for obtaining 501 (c)(3) status can be found on the Internal Revenue Service website ([www.irs.gov](http://www.irs.gov)); search for Publication 557, “Tax-Exempt Status for Your Organization.” If the IRS letter is not available, a letter from your organization’s authorized official listing officers, bylaws, and/or articles is permissible until such time that a copy can be obtained from the IRS.

### **C. Faith-Based/Community Organizations**

Faith-based organizations applying for grant funding do not have to relinquish or modify their religious identity (e.g., remove religious symbols) to be considered eligible applicants. However, grant funding may not be used to fund any inherently religious activity, such as prayer or worship. Organizations may continue to engage in inherently religious activities; however, such activities may not coincide with activities funded by the grant—i.e., such religious activities must be separate (in time and place) from the grant funded activity. Further, any participation in religious activities by individuals receiving services provided under the grant must be voluntary.

## **II. PROGRAM DESCRIPTION**

### **A. Requiring Agency**

Governor’s Office of Crime Prevention, Youth, and Victim Services (Office)

### **B. Opportunity Title**

Legal Services for Crime Victims Grant (LSCV)

### **C. Submission Date**

Friday, June 11, 2021 by 3 pm

### **D. Anticipated Period of Performance**

July 1, 2021 to June 30, 2022

### **E. Funding Opportunity Description**

The Legal Services for Crime Victims (LSCV) Fund is administered by the [Maryland State Board of Victim Services \(MSBVS\)](#) under the authority of the Governor’s Office of Crime Prevention, Youth, and Victim Services. The Office along with MSBVS announces the availability of \$75,000 in grant funding for this program. The Office anticipates making 1 or 2 subawards not to exceed a combined total of \$75,000 to agencies who are able to provide statewide legal services for FY 2022.

**Please note that applications that exceed the maximum award allocation noted above are subject to removal from consideration during the initial technical review.**

The primary purpose of the LSCV Fund is to ensure that money obtained from unclaimed restitution under [§11-614 \(b\)\(2\) of the Criminal Procedure Article](#) is used for annual grants to provide legal counsel to victims of crimes and delinquent acts and to protect victims' rights as provided by law.

The LSCV Fund was created by the Maryland General Assembly during the 2007 legislative session. The Division of Parole and Probation (DPP) and the Department of Juvenile Services (DJS) collect court-ordered restitution from adult defendants and juvenile respondents for subsequent distribution to crime victims. When a victim cannot be located, the unclaimed restitution goes into the LSCV fund. Accordingly, LSCV funding levels fluctuate.

### **III. PROGRAM REQUIREMENTS**

Programs are required to offer statewide legal services to victims of crime and delinquent acts.

In addition to the above requirements, grantees will be required to track and measure program outputs and outcomes that directly support Governor's Office of Crime Prevention, Youth, and Victim Services' objective of improving victim services for Maryland residents by identifying and establishing resources to assist victims in achieving self sufficiency, improving victim safety, and ensuring victims and the community are aware of their rights and resources. Data for this could be collected by the following means:

- Short surveys asking about the victim's experience relating to these measures (Awareness of Services and Resources)
- Number of victims given brochures, program attempts to conduct outreach or prevention services, etc. (Awareness of Services and Resources, Self-Sufficiency)
- Number of sessions conducted with victim/family/other providers or stakeholders i.e. counseling, intake, impromptu, court accompanying etc. (Safety/Self-Sufficiency and Awareness of Services and Resources)

Outputs and outcomes must be submitted to the Office on a quarterly basis.

All grants awarded under this funding opportunity will be required to report on the following mandatory performance measures:

- Number of victims served by the program.
- Number of victim responses to your client satisfaction survey tool.
- Number of victims who felt safer as a result of this program.
- Number of victims who felt more self sufficient as a result of this program.
- Number of victims who felt more informed of the services available as a result of this program.
- Number of victims who felt more informed of their rights as a result of this program.

### **IV. APPLICATION PROCESS**

Applicants are required to apply for grant funding through the Office's web-based application process, which may be accessed through the web URL [www.goccp.maryland.gov](http://www.goccp.maryland.gov) and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

**In order to use the Office's web-based application you must have a User ID.**

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password:

<http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is Tuesday June 1, 2021. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the Office, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Angela Cromwell, Program Manager at [angela.cromwell1@maryland.gov](mailto:angela.cromwell1@maryland.gov).

## **V. TRAINING/TECHNICAL ASSISTANCE (TA)**

To help applicants prepare and submit applications that reflect the Governor's Office of Crime Prevention, Youth, and Victim Services established guidelines and procedures, training is provided through [training videos posted on the Office website](#). These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the [training videos](#) prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, [instructions](#) for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these [instructions](#) prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

The Governor's Office of Crime Prevention, Youth, and Victim Services will conduct a **technical assistance conference call** to provide further application assistance and to answer questions. The Legal Services for Crime Victims conference call will be held from 11 am-12 pm on Wednesday May 26, 2021.

**Call in number:** 567-351-1230

**PIN Number:** 445 187 537#.

**Meeting link:** <https://meet.google.com/gvf-aiqz-fnw?authuser=0&hs=122>

## **VI. IMPORTANT DATES**

Application Technical Assistance Call	May 26, 2021
Deadline to Request a User ID	June 1, 2021
Deadline to Submit an Online Application	June 11, 2021
Letters of Intent Emailed/Denial Letters Emailed	June 2021
Award Documents Emailed	June 2021
Sub-award Start Date	July 1, 2021
Sub-award End Date	June 30, 2022

## **VII. APPLICATION EVALUATION**

The Governor's Office of Crime Prevention, Youth, and Victim Services, along with the [Maryland State Board of Victim Services](#), will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>) and score each application accordingly:

- Problem Statement/Needs Justification (15 points total)
- Program Goals and Objectives (20 points total)
- Program Strategy/Program Logic (10 points total)
- Performance Measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending Plan and Budget (reasonableness, cost effectiveness, detailed justification per line item)(20 points total)
- Management Capabilities (5 points total)
- Sustainability (5 points total)

The LSCV Grant is a competitive application process. The Governor's Office of Crime Prevention, Youth, and Victim Services may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, the Governor's Office of Crime Prevention, Youth, and Victim Services' staff will also review the following for each application:

- Crime rate
- Geographic distribution
- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- Previous audit findings
- Performance history with previous awards

## **VIII. FUNDING SPECIFICATIONS**

### **A. Funding Cycle**

Commencement of awards funded under the LSCV Grant for FY 2022 will begin July 1, 2021 and end on June 30, 2022. Funds are paid on a reimbursable basis.

### **B. Unallowable Costs**

The following services, activities, and costs cannot be supported with LSCV funding:

- Criminal defense representation
- Legal counsel to crime victims in civil actions
- Civil court case work for crime victims
- Training
- Lobbying or administrative advocacy
- Perpetrator rehabilitation or counseling
- Audit costs
- Printing
- Telephone/Fax
- Food/Beverages
- Trinkets
- Property insurance

**The list above is not exhaustive. The Governor's Office of Crime Prevention, Youth, and Victim Services reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.**

### **C. Consultant Rates**

The limit for consultant rates is \$650 per day. Rates above this threshold will be considered on a case by case basis, with sufficient budget justification.

## **IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS**

The Governor's Office of Crime Prevention, Youth, and Victim Services will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

### **A. Electronic Funds Transfer (EFT)**

The Governor's Office of Crime Prevention, Youth, and Victim Services encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

<https://marylandtaxes.gov/divisions/gad/eft-program.php>. See Form GADX-10 and the GAD 710 Form to instruct first time vendors to update vendor information with the General Accounting Division(GAD)/Comptroller of Maryland and to instruct existing vendors how to update changes in banking information.

### **B. Match**

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contributions to your program, it may be written into your narrative.

### **C. Supplanting, Transparency, and Accountability**

Supplanting is the use of Office grant funds to replace state or local funds which were previously appropriated/budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this sub-award has been awarded. Any salaries, positions, personnel expenses, contractual expenses, equipment, travel, and other expenses paid for with Office grant funds must be used to supplement your organization's existing budget and may not replace any funds that were already included in your entity's existing or projected budget.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.



## IX. APPLICATION CHECKLIST

### What an Application Should Include:

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
  - ☐ Problem Statement/Needs Justification
  - ☐ Program Goals
  - ☐ Program Strategy
  - ☐ Program Measurement
  - ☐ Timeline
  - ☐ Spending Plan
  - ☐ Management Capabilities
  - ☐ Sustainability
  - ☐ Applicant Disclosure of Pending Applications Statement
- ☐ Unique Entity Identifier (UEI, Currently DUNS number) and SAM Registration
- ☐ Letters of Support/Commitment (if required in this NOFA)
- ☐ Budget and Budget Justification
  - ☐ Personnel
  - ☐ Operating Expenses
  - ☐ Travel
  - ☐ Contractual Services
  - ☐ Equipment
  - ☐ Other
- ☐ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- ☐ Budget Prioritization
- ☐ Certified Assurances
- ☐ Certification Regarding Lobbying
- ☐ Audit Findings/Corrective Action Plan (if applicable)
- ☐ Single Audit Requirements (if applicable)
- ☐ Proof of 501 (c)(3) Status (if applicable)

\*Please note, the [Subrecipient Organizational Capacity Questionnaire](#) is no longer due at the time of application. If awarded, this completed questionnaire will be required post-award.

**\*More information on each item above can be found in the [NOFA Application Instructions](#).**

### Additional Applicant Resources:

Code for Federal Regulation Title 2 CFR: <https://www.ecfr.gov/>

Department of Justice (DOJ) Financial Guide: <https://www.ojp.gov/financialguidedojo/overview>

Maryland Code: <https://mdcourts.gov/lawlib/research/gateway-to-md-law/code-rules-laws-sources>

FBI Crime Data Explorer: <https://crime-data-explorer.fr.cloud.gov/explorer/state/maryland/crime>

**211 Maryland** - a statewide resource available by phone and internet 24/7 to connect residents to health and human resources: <https://211md.org/>

**Maryland Hate Crimes Hotline: 1-866-481-8361**